

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting Public Emergency Resolution No. 457 Establishing a COVID-19 Emergency Community Response Grant Program		
DEPARTMENT:	Community Services		
PRESENTED BY:	Colleen Kelly		
ACTION:	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The COVID-19 pandemic (Pandemic) has increased the need for basic human services for Shoreline residents and may increase the need even further in the coming weeks and months as the full economic impact is felt as a result of business closures, layoffs, and people contracting or being exposed to the disease. Human service providers are struggling with the impacts of the Pandemic on their own organizations and may have limited resources and capacity to respond to an increasing demand for services.

Deputy Mayor Scully and Councilmember Robertson requested that Emergency Resolution No. 457 be placed on the Council Agenda for action on March 30, 2020. The purpose of this Emergency Resolution is to help ensure that every Shoreline resident is able to meet their basic needs including food, essential personal items, temporary shelter, or other emergency aid during the COVID-19 Health Emergency.

As per Council Rules of Procedure, Section 6.1.B, that provide that during a Regular Meeting an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should allow for Public Comment following the staff report. The same rules for Public Comment provided as part of the Council’s Regular Meeting Agenda apply.

RESOURCE/FINANCIAL IMPACT:

This resolution establishes an Emergency Community Response Grant Program in the amount of \$100,000 to be drawn from the City’s General Fund.

RECOMMENDATION

Staff recommends that Council adopt Emergency Resolution Number 457 Establishing a COVID-19 Emergency Community Response Fund.

Approved By: City Manager DT City Attorney JA

BACKGROUND

Since the arrival of the Coronavirus in Washington State, there have been an escalating array of public health directives resulting in very complex challenges for communities across the state, and now across the country.

On March 4, 2020 the Shoreline City Manager enacted a Local Declaration of Public Health Emergency which was ratified by City Council on March 16, 2020. Since that time, the City has been promoting and following all guidance from the State and the Seattle-King County Department of Public Health. As you know, those directives now include a “Stay Home, Stay Healthy” order issued by Governor Inslee.

DISCUSSION

While most people readily appreciate the need for the imposed social isolation, it certainly adds challenges to our daily lives. Those challenges are exacerbated for those who are most at-risk for illness, those who are living on low incomes, those experiencing homelessness and those who have or likely will lose their jobs. Our faith communities and agency partners are working diligently to meet the needs of our residents, but many of those organizations are facing additional challenges of their own including the need to develop new models of service delivery while also facing staffing shortages and potentially declining revenues.

Shoreline staff, as well as human services staff from cities around the county, have been polling our agency partners in an effort to learn about the various gaps in resources. Some agencies were able to be very specific while others are just sorting things out. In general, the responses are quite varied depending on the size of the agency and the services it provides. This suggests that there is no one-size-fits-all answer.

We are fortunate to live in a region with a robust philanthropic community. The Seattle Foundation and United Way, among others, have mobilized quickly to raise millions of dollars in support of organizations working to meet the current and growing demand for basic services. We expect an infusion of funding to be announced on Monday, March 30th, so it is not known at the time of this writing which organizations will be receiving additional support.

Deputy Mayor Scully and Councilmember Robertson requested that Emergency Resolution No. 457 be placed on the Council Agenda for action on March 30, 2020, so that the City Council could consider creating an Emergency Community Response Grant program.

With this context, staff feel it is important to develop an approach for the program that can be flexible, fast and responsive to various needs, and provide for minimal administrative burden for qualifying organizations. As outlined in the attached Emergency Resolution No. 457, staff recommends that the City Council establish an Emergency Community Response Grant Program with an initial amount of \$100,000. This would come from General Fund Reserves.

The administration of this program would operate as follows:

- A. Eligible Human Service Providers shall be 501(c)(3) organizations and/or faith-based organizations that provide direct emergency response support to Shoreline residents, regardless of whether those organizations are currently receiving funding, in whole or in part, from the City.
- B. Staff will develop an application process for emergency aid grants of a minimum of \$1,000 to a maximum of \$5,000 to provide food, essential personal items, temporary shelter, or other emergency aid to Shoreline residents, including the delivery of those items to residents isolated in their homes. Grant funds shall not be used to provide rental assistance.
- C. The application process shall be simple and shall require only information necessary to verify that the Human Service Provider meets eligibility requirements; a description of the type of emergency aid will be provided; amount of emergency aid grant requested; and a statement affirming that all or substantially all of the funding will be used for providing emergency aid to Shoreline residents. The application process shall provide for submittal by email or a website-based portal. Human Service Providers may apply for single or multiple emergency aid grants.
- D. The City Manager may approve grants up to \$5,000 without City Council approval and may delegate authority to approve grants up to \$3,500.00 to City Staff.
- E. The City Council shall approve grant requests in excess of \$5,000.00 and up to the maximum amount remaining in the Community Emergency Response Grant Program

ALTERNATIVES ANALYSIS

The Council could choose not to adopt the resolution to establish an Emergency Community Response Grant Program at this time.

STAKEHOLDER OUTREACH

As noted above, staff has been in contact with a number of Shoreline's agency and faith-based partners to learn about their efforts to meet community needs. Most are doing the best they can with what they have and are still learning about the specific gaps that need to be filled.

COUNCIL GOAL(S) ADDRESSED

The proposed Resolution supports Council Goal 5: Promote and enhance the City's safe community and neighborhood programs and initiatives.

RESOURCE/FINANCIAL IMPACT

This resolution establishes an Emergency Community Response Grant Program in the amount of \$100,000 to be drawn from the City's General Fund

RECOMMENDATION

Staff recommends that Council adopt Emergency Resolution Number 457 Establishing a COVID-19 Emergency Community Response Fund.

ATTACHMENTS

Attachment A: Public Emergency Resolution No. 457

RESOLUTION NO. 457

A PUBLIC HEALTH EMERGENCY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ESTABLISHING A COVID-19 VIRUS COMMUNITY EMERGENCY RESPONSE GRANT PROGRAM.

WHEREAS, the City Manager of the City of Shoreline (“City”) executed a Declaration of Public Health Emergency related to the COVID-19 virus dated March 4, 2020, which the City Council ratified by the adoption of Resolution No. 454 on March 16, 2020; and

WHEREAS, between March 12, 2020 and March 16, 2020, Washington State Governor Inslee issued Proclamations closing schools, limiting public gatherings, and restricting business activities; adversely impacting workers and their families via reduced hours or layoffs; and

WHEREAS, on March 23, 2020, Washington State Governor Inslee issued a Proclamation ordering Washington residents to stay home and further limited business activities to only those businesses providing essential services, resulting in additional impacts to workers and their families; and

WHEREAS, the City has traditionally partnered with Human Service Providers to provide food and other essential personal items to Shoreline residents in need rather than providing those services directly through City departments; and

WHEREAS, the COVID-19 pandemic has increased the need for these services for Shoreline residents and may increase the need even further in the coming weeks and months; and

WHEREAS, Human Service Providers have limited resources and may not be able to meet future needs; and

WHEREAS, the City desires to ensure that no Shoreline resident goes without food or other essential personal items during the COVID-19 pandemic and believes increased support to Human Services Providers is the most efficient and effective way to meet this goal; and

WHEREAS, the City further desires to make funds easily accessible to Human Services Providers while still providing accountability to ensure such funds are used for the purpose of providing emergency aid;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES:

Section 1. Establishment of Grant Program.

- A. The City Manager is directed to create a Community Emergency Response Grant Program with funding in the initial amount of \$100,000.00 and denoted as such in accounting records of the City's General Fund.
- B. The City Council may direct additional funds, as deemed necessary by the City Council, to be placed into the Community Emergency Response Grant Program by motion.

Section 2. Administrative Procedures.

- A. Eligible Human Service Providers shall be 501(c)(3) organizations and/or faith-based organizations that provide direct emergency response support to Shoreline residents, regardless of whether those organizations are currently receiving funding, in whole or in part, from the City.
- B. The City Manager is directed to develop an application process for emergency aid grants of a minimum of \$1,000.00 to a maximum of \$5,000.00 to provide food, essential personal items, temporary shelter, or other emergency aid to Shoreline residents, including the delivery of those items to residents isolated in their homes. Grant funds shall not be used to provide rental assistance.
- C. The application process shall be simple and shall require only information necessary to verify that the Human Service Provider meets eligibility requirements; a description of the type of emergency aid will be provided; amount of emergency aid grant requested; and a statement affirming that all or substantially all of the funding will be used for providing emergency aid to Shoreline residents. The application process shall provide for submittal by email or a website-based portal. Human Service Providers may apply for single or multiple emergency aid grants.
- D. The City Manager may approve grants up to \$5,000.00 without City Council approval and may delegate authority to approve grants up to \$3,500.00 to City Staff.
- E. The City Council shall approve grant requests in excess of \$5,000.00 and up to the maximum amount remaining in the Community Emergency Response Grant Program.

Section 3. Communication. The City Manager shall implement a communications plan to broadly disseminate the availability of emergency aid to Shoreline residents.

Section 4. Reporting.

- A. The City Manager shall provide a report at each regularly scheduled City Council meeting regarding the applications received, grant funds disbursed, and the remaining balance of the Community Emergency Response Grant Program.

B. Human Service Providers may be requested to provide a report stating how emergency aid funds were used and how many Shoreline residents were provided assistance.

Section 5. Termination of Fund. The Community Emergency Response Grant Program shall automatically end upon termination of the City's Declaration of Public Health Emergency ratified by the City Council in Resolution No. 454, as amended.

Section 6. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by the City Council.

Passed by majority vote of the City Council in an open meeting this 30th day of March, 2020.

Will Hall, Mayor

ATTEST:

Jessica Simulcik Smith, City Clerk



City of Shoreline COVID Emergency Community Response Fund Application

Overview

The Shoreline City Council has established an emergency response fund in order to provide rapid and flexible access to resources for eligible organizations providing emergency services to Shoreline residents. [Emergency Resolution 457](#) provides for an initial fund balance of \$100,000. Eligible funding requests up to and including \$5000 may be approved within 24 hours. Requests for larger amounts will require Council approval so will take longer. As with all resources during this time, it is important to be mindful of what is really needed. Please request funds for specific needs that are known. If you find that additional resources are needed, you may make an additional application. The City requests that upon expenditure of the funds, each organization provide a brief summary confirming how funds were used and indicating the number of residents served.

To be considered for funding, applicants must:

- Be in or close to Shoreline and ensure that the preponderance of the funds provided will assist Shoreline residents
- Be a registered 501(c)3 or faith-based organization
- Submit with the application a fully completed, current W-9 which is the October 2018 version available here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Application Information

Name of Organization:

Check One: 501(c)3 Faith-based Organization

Contact Name, Email and Phone:

Contact Address (where approved checks will be mailed):

Amount of Funds Requested:

Public Purpose/Description of How Funds will be used:

Check all that apply to the purpose described:

Preservation of Public Health

Promotion of Public Welfare

Brief Statement Explaining Current Resource Gap:

By signing this application I affirm that this request is supported by the Chief Operating Officer of my organization and that all or substantially all of the funding will be used for providing emergency aid to Shoreline residents.

Signature: _____ Printed Name _____ Date: _____

FOR INTERNAL USE ONLY

Date Received _____

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____

Org Key/GL: 2400011-5485 JL: NG701100 Task Number(s): _____ 9112 (Reimbursable) _____ 9001 (Not Reimbursable)